

To: Chief, D/G

From: Chief, D/G/A

Subject: REPORTING POLICY (December 6, 1951)
an addition thereto.

MAY 12 1952

25X1A

25X1C

25X1C

1. Work of the Analysis Branch would benefit materially by periodic receipt of current information from [REDACTED] on the number and type of reports he has in progress of preparation. Would it be possible to expand item d. Monthly Reports of the REPORTING POLICY [REDACTED] to include request for list of reports in preparation with indication of progress accomplished during the reporting period. The list would include the reports finished during the month, those started, and progress on those previously started. The reporting would be such as to indicate continuity, from start to completion. Reason for no progress on some item would be explained by note to effect "awaiting source material," or "awaiting an interview," etc.

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2. It is not intended that this request will add an undue burden on [REDACTED] Once established, it probably would become routine.

25X1A

cc: Chief, D/G/L

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DOCUMENT NO. _____
NO CHANGE IN CLASS. ☐
DECLASSIFIED
CLASS. CHANGED TO: TS S C
NEXT REVIEW DATE: _____
AUTH: HR 70-2
DATE: _____ REVIEWER: 372044